

## UI Four Week Reporting Instructions

### MissouriCareerSource.com



**Job Seeker**

Are you an individual who is looking for that first job, your next job, or just a better job?

- Job Searching
- Career Resources
- Skill Development

**Continue**

26,425 Openings Currently Available

*Figure 1: MissouriCareerSource JobSeeker*

### Unemployment Insurance Four Week Reporting

#### **Step-by-Step:**

1. Go to the MissouriCareerSource web site at: <https://MissouriCareerSource.com>.
2. Click the “Continue” button.
3. Click on the “Complete Four Week Reporting” link. (see figure 2)

Already Registered with Missouri Career Source?	Resources
<p>Enter Username:</p> <input type="text"/>	<a href="#">Browse Job Openings</a>
<p>Enter Password:</p> <input type="password"/>	<a href="#">File a UI Claim</a>
<p><a href="#">Sign In</a></p>	<a href="#">Complete Four Week Reporting</a>
<p><b>Did you forget your Username/Password?</b></p>	<a href="#">Find a Training Provider</a>
<p><b>Not Registered with Missouri Career Source?</b></p>	<a href="#">Apply for a Job with the State of Missouri</a>
<p><a href="#">Job Seekers Register &amp; Create an Account</a></p>	<a href="#">Search Jobs Nationwide</a>
	<a href="#">Research Economic Information</a>
	<p>Whether you are searching for someone with the talent to meet your needs, or the opportunity to put your talent to work, MissouriCareerSource.com is your place to start!</p>

*Figure 2: MissouriCareerSource JobSeeker*

Job seekers must log in to their individual MissouriCareerSource account before they can complete four-week reporting. If an account has not previously been completed, job seekers must complete the registration before continuing. (see figure 3)

**Login or register and create an account below - No fees required.**

- You have to login to MissouriCareerSource.com to complete your Four-Week In-Person Report for Unemployment Insurance. If you don't have an account on MissouriCareerSource.com, use the **Applicants Register & create an account** link to the right.

Registered with Missouri Career Source?	Not Registered with Missouri Career Source?
<p>Enter Username:</p> <input type="text"/>	<p><a href="#">Applicants Register &amp; create an account</a></p>
<p>Enter Password:</p> <input type="password"/>	
<p><a href="#">Sign In</a></p>	
<p>Did you forget your Username/Password</p>	

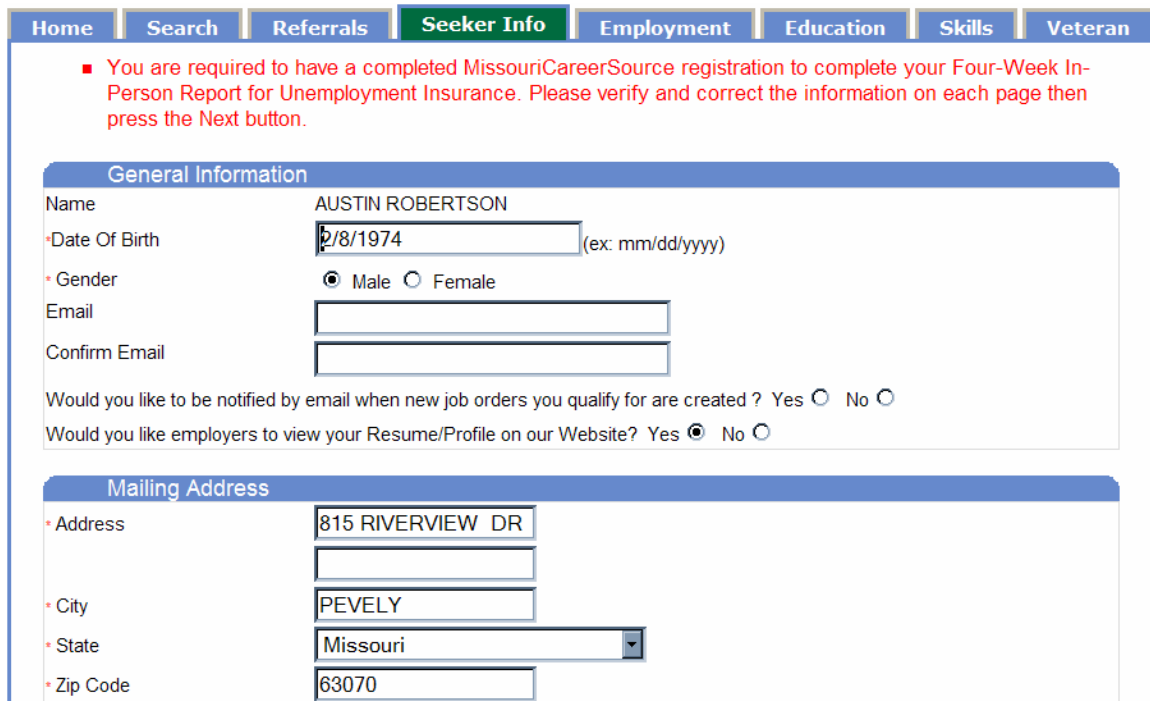
*Figure 3: MissouriCareerSource login*

## Completing a MissouriCareerSource account

Some job seeker information will be populated from the UI batch file DWD receives nightly. In this case, the job seeker will need to complete this partial registration.

### Step-by-Step:

1. Enter information in the fields with an asterisk (\*) in the “Seeker Info” page. (see figure 4)



Home Search Referrals **Seeker Info** Employment Education Skills Veteran

■ You are required to have a completed MissouriCareerSource registration to complete your Four-Week In-Person Report for Unemployment Insurance. Please verify and correct the information on each page then press the Next button.

**General Information**

Name AUSTIN ROBERTSON

\*Date Of Birth 2/8/1974 (ex: mm/dd/yyyy)

\* Gender ☒ Male ☐ Female

Email

Confirm Email

Would you like to be notified by email when new job orders you qualify for are created ? Yes ☐ No ☐

Would you like employers to view your Resume/Profile on our Website? Yes ☒ No ☐

**Mailing Address**

\* Address 815 RIVERVIEW DR

\* City PEVELY

\* State Missouri

\* Zip Code 63070

*Figure 4: MissouriCareerSource account registration*

Home Search Referrals Seeker Info **Employment** Education Skills Veteran

**Edit Employment History**

•Employer Name

•Job Title

City  MO

•Employed Dates  To  (ex: mm/yyyy) Leave "To" Date Blank for Current Job

Exclude from Resume/Profile ☐

•Job Description

Punctuation/Spelling is important.

Limited to 500 characters

**Employment History**

Employer Name	Job Title	Start Date	End Date	Resume	Options
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Home Search Referrals Seeker Info **Employment** Education Skills Veteran

■ If you are drawing or will draw unemployment insurance benefits, you MUST enter at least one Employment History to be fully registered.

**Edit Employment History**

•Employer Name

*Figure 5: MissouriCareerSource account registration*

**Step 5:** Job seeker fills out the employer information. If the job seeker does not put in at least one work history, a message appears letting him or her know that at least one work history must be entered.

Home	Search	Referrals	Seeker Info	Employment	Education	Skills	Veteran
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### Desired Job Titles

You may select up to 20 Desired Job Titles.

1 Desired Job Titles selected.

Search

Tree

All

Enter keywords to search for Job Titles:

Selected Desired Job Titles			
Job Title	Months Experience	Year Last Worked	Options
Painters, Construction and Maintenance	<input type="text"/>	<input type="text"/>	<a href="#">delete</a>

Next

**Step 6:** The job seeker must choose at least one desired position title to continue with the registration. This record had one which came over from the UI batch file.

Home	Search	Referrals	Seeker Info	Employment	Education	Skills	Veteran
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**You are required to have a completed MissouriCareerSource registration to complete your Four-Week In-Person Report for Unemployment Insurance. Please verify and correct the information on each page then press the Next button.**

### Education History

School Name

Degree Awarded

City

Country

Completion Date

(ex: mm/yyyy)

Major

<Choose A Major>

Minor

<Choose A Minor>

I Have No Education History

Add Another

Next

Education History				
School Name	Degree	Completion Date	Major - Minor / Course of Study	Options

**Step 7:** The job seeker can enter his or her educational information. Education has three screen to go through and either complete or by-pass. Obviously, the more information the job seeker enters on these screens, the better the matching system can perform.

This screenshot shows the 'Additional Accomplishment' form within the 'Skills' section of the application. The top navigation bar includes links for Home, Search, Referrals, Seeker Info, Employment, Education, Skills (highlighted), and Veteran. The form has a blue header bar with the title 'Additional Accomplishment'. Below this, there is a 'Description' label followed by a text input field. A note below the field states 'Limited to 60 characters'. To the right of the input field are two buttons: 'Add Another' and 'Next'. At the bottom of the form, there is a blue bar with the text 'Additional Accomplishments'.

**Step 8:** The job seeker can enter any skills that he or she have. This, too, will help with the job matching system since it will partially be skill based. There are two screens for skills.

This screenshot shows the 'Veteran Information' form. The top navigation bar is the same as in Step 8, but 'Veteran' is now highlighted. The form has a blue header bar with the title 'Veteran Information'. It contains three questions, each with radio button options for 'Yes' and 'No':
 

- Are you a veteran? ☐ Yes ☒ No
- Are you a Spouse of a Veteran who; (a) was killed in Action or is currently listed as missing in action, or (b) died because of a service connected disability, or (c) is 100 percent disabled because of a service related injury? ☐ Yes ☒ No
- Are you the spouse of a deployed Missouri National Guard or Reserve member? ☐ Yes ☒ No

 A 'Next' button is located at the bottom right of the form.

**Step 9:** The job seeker will fill out his or her veteran status. If they answer yes to one of the questions, another screen will come up with the rest of the information to be completed.

This screenshot shows the 'Complete Your Required Reporting' form. The top navigation bar is the same as in Step 8, but 'Skills' is highlighted. The form has a blue header bar with the title 'Welcome to Missouri Career Centers' and 'Unemployment Insurance Claim Reporting'. Below this, the section is titled 'Complete Your Required Reporting'. The text reads: 'If you have filed a claim for benefits and been told you must report in person at least every four weeks to keep your claim active, please follow the instructions below:'. A bulleted instruction states: 'Enter the four digit Personal Identification Number (PIN) that you use to file your claim for benefits.' Below this, there is a label 'Personal Identification Number (PIN):' followed by a text input field. A reminder text says: 'Remember you are responsible for all claim activity using your PIN. Do not reveal this number to anyone.' A 'Continue' button is at the bottom.

**Step 10:** The job seeker enters his or her UI pin number, completes the four week reporting, and is sent to the job seeker home page below:

Home	Search	Referrals	Seeker Info	Employment	Education	Skills	Veteran
<div> <div> <b>General Information</b>  AUSTIN ROBERTSON  <hr/> 815 RIVERVIEW DR  PEVELY, MO  63070  <hr/> Home (636) 479-9586  <hr/> <a href="#">Edit My Information</a>  <a href="#">View My Resume/Profile</a>  <a href="#">View My ITA Report</a>  <a href="#">Change My Password</a>  <hr/> Do you want DWD to notify you about job openings?  <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div> <b>Quick Job Search</b>  Enter Keywords to Search Jobs  OR Enter the Job Order Number  <input type="text"/>    <input type="radio"/> Search by Missouri Career Center <input type="text" value="Select by Missouri Career Center"/>  <input type="radio"/> Search within Region <input type="text" value="Select by Region"/>  <input type="radio"/> Search by Zip Code <input type="text"/>  <a href="#">advanced search</a> <input type="button" value="Search"/> </div> </div>							
<div> <b>Job Search Activity</b>  No Recent Activity </div>							

The job seeker just completed the four week reporting for unemployment insurance. He or she can now perform a job search, edit the personal information, view his or her resume, view his or her Individual Training Account ((ITA) (Workforce Investment Act enrollees)), change his or her password, or click on one of several links at the bottom of the page, including “Logout.”